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## OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch  
Superintendent

**November 1, 2003**

To: OPI MASS Representatives

From: Madalyn Quinlan, Chief of Staff

Subject: Summary of OPI Activities for November 2003

Here is a summary of the current activities at the Office of Public Instruction for November 2003. This summary can also be found at [www.opi.state.mt.us/MASSUpdates/](http://www.opi.state.mt.us/MASSUpdates/).

### Office of the State Superintendent

#### **Highlights of State Superintendent Linda McCulloch's Activities for October 2003:**

- ☐ Toured the C-SPAN Bus regarding educational opportunities for K-12 classrooms
- ☐ Greeted Helena Middle School students in the morning as part of their Safe and Drug Free Schools Program
- ☐ Met with the superintendent of Seeley Lake Elementary and a Fulbright Scholar, who was hosted by the school district
- ☐ Participated in a panel discussion on education in Montana for Montana PBS Television
- ☐ Interviewed for a film documentary on Indian Education being produced by a UM graduate student
- ☐ As a board member, participated in the State Land Board meeting and the School Renewal Commission meeting
- ☐ Was a guest on "Berg in the Morning," a statewide radio show
- ☐ Attended a strategic planning session for the Montana Behavioral Initiative (MBI)
- ☐ Awarded Milken Foundation Educator awards to Alyson Mike, East Valley Middle School, and Tom Andres, St Labre School
- ☐ Welcomed attendees to the Montana Reading Council's annual Conference
- ☐ Participated in the Teacher of the Year Presentation and attended the annual MEA-MFT Educators Conference
- ☐ Visited Northeastern Montana for a week to visit schools in Glendive, Sidney, Poplar and Glasgow with members of the OPI staff on the Yellow School Bus Tour
- ☐ Awarded honorary high school diplomas to 3 veterans at a graduation ceremony at the Eastern Montana Veterans' Home in Glendive
- ☐ Was a guest of KOFI Radio on its Flathead morning show
- ☐ Interviewed with the *Glendive Ranger Review*, *Sidney Herald-Leader*, KLTZ/KLAN Glasgow radio, KXGN Glendive TV, and KPLR Poplar radio
- ☐ Addressed Helena Middle School teachers on the No Child Left Behind Act
- ☐ Met with Dawson Community College President Terry Hetricks
- ☐ Attended a Signing Ceremony for A&S Tribal Industries (ASTI) and Northrup Grumman at the Fort Peck Tribal College
- ☐ Provided welcoming remarks for Regional Traffic Safety Training in Sidney
- ☐ Spoke to UM students in Literacy Studies at the School of Education
- ☐ Was the guest speaker for the Parents for Public Schools organization in Livingston

- Celebrated Halloween, dressed as Harry Potter, with Rossiter Elementary School students in Helena

### **OPI's Yellow School Bus Tour**

State Superintendent Linda McCulloch and ten members of her staff spent a week in Northeastern Montana as part of the fall Yellow School Bus Tour, an informal way for OPI staff to listen and learn about the current situations and diverse needs of educators across Montana.

Glendive, Sidney, Poplar and Glasgow School Districts hosted OPI staff as they visited classrooms and educators, read to children, met with Student Councils and Government classes, partook in excellent school breakfasts and lunches, attended evening and afternoon receptions with trustees and educators. A regional Traffic Safety training brought together nearly 50 bus drivers from all over the NE. A special thank you goes to Dick Cameron, Doug Sullivan, Ivan Poplar, and Glen Hageman for taking time out of their busy work schedules to arrange wonderful tours of their schools and community highlights.

On December 2, 2003, the Yellow School Bus Tour is scheduled to visit Bozeman Public Schools. If you would like more information, contact OPI Tour coordinator, Jan Lombardi at [jlombardi@state.mt.us](mailto:jlombardi@state.mt.us) or 444-1641.

### **State Superintendent Outlines Process for Determining AYP for "TBD" Schools**

On October 23, Superintendent McCulloch sent an e-mail to all school districts outlining the alternate process that Office of Public Instruction will use to determine the Adequate Yearly Progress (AYP) for approximately 175 schools. The enrollments of those schools were too small for the process utilized this summer to determine the AYP of over 650 larger schools. The process proposed in the Superintendent's letter will be applied to those schools whose reports indicated "TBD" or "to be determined" in the AYP status column. The letter requested comments and suggestions before November 3, 2003. The letter is posted at: [http://www.metnet.state.mt.us/Official\\_Mail/](http://www.metnet.state.mt.us/Official_Mail/). Look for the message entitled, "Adequate Yearly Progress", dated October 23, 2003. OPI's goal is to complete the process and release the results no later than the week of January 19, 2004. OPI Contacts: BJ Granbery, [bgranbery@state.mt.us](mailto:bgranbery@state.mt.us), (406) 444-4420 or Al McMilin, [amcmilin@state.mt.us](mailto:amcmilin@state.mt.us), (406) 444-3128).

### **Governor Martz and Governor Richardson Join on No Child Left Behind Letter**

On October 7, Governor Judy Martz joined with Governor Bill Richardson of New Mexico in signing a letter outlining concerns the two rural states are experiencing as they implement the federal No Child Left Behind Act. <http://www.metnet.state.mt.us/newslinks/DD728E3C-3B9ACA00-0146397B> The letter sent to Secretary of Education Rod Paige detailed difficulties the two states are facing with mandates for "highly qualified teachers," minimum budget levels for state administration, accountability provisions based on insufficient data, data management requirements, and corrective action. Contact: Kris Goss, Deputy Communications Director and Education Policy Advisor, Office of the Governor, (406) 444-3862, [kgoss@state.mt.us](mailto:kgoss@state.mt.us).

### **Lewis and Clark Commission Offers Bicentennial Project Grants**

Non-profit organizations working on projects related to the state's commemoration of the 200th anniversary of the Corps of Discovery can now apply for grants from the Montana Lewis and Clark Bicentennial Commission to help pay for them. Grants range from \$5,000 to \$25,000, and interested organizations have until Dec. 19, 2003, to apply. Additionally, the National Park Service is accepting applications for their 2004 Challenge Cost Shares grant program. The maximum amount for each project is \$250,000, and applications must be submitted through their website, <http://www.nps.gov/lecl/>, no later than Jan. 15, 2004. Grant information and

application forms for both programs are available on the commission's website, <http://www.montanalewisandclark.org/funding>, by calling 406-443-2109, or writing Montana Lewis and Clark Commission, PO Box 201203, Helena MT 59620-1203.

### **Directory of Montana Schools**

Printed copies of the 2003-2004 Directory of Montana Schools are available for \$11.50 each, including shipping and handling by contacting:

Advanced Litho Printing  
226 9th Ave. S.  
Great Falls, MT 59405-4034  
(406) 453-0393  
FAX (406) 454-1271

The Portable Document File (PDF) of the 2004 Directory is now available on our web site at: <http://www.opi.state.mt.us/Directory/>.

### **Montana K-12 Public School Renewal Commission**

State Superintendent Linda McCulloch will chair the next meeting of the School Renewal Commission on November 3, 2003. The agenda for the meeting includes discussion of components of quality public school education. The commission will meet two more times this year on November 24 and December 8, 2003. Information regarding membership, meetings and resources is available on the web:

<http://www.discoveringmontana.com/gov2/css/boards/renewal/default.asp>. Questions and public comments may be directed to: Kris Goss, Education Policy Advisor and Deputy Communications Director, Office of the Governor, at 406-444-3862 or [kgoss@state.mt.us](mailto:kgoss@state.mt.us). OPI Contact: Madalyn Quinlan, [mquinlan@state.mt.us](mailto:mquinlan@state.mt.us) or 406-444-3168.

### **November Board of Public Education Meeting**

The Board of Public Education will hold its next regular meeting November 13-14, 2003, in the Meeting Room of the Montana Higher Education Complex, 2500 Broadway, Helena, Montana. Tentative BPE agenda items from the OPI include the regular Superintendent's Report, an Assessment Update, a No Child left Behind (NCLB) Update, the Annual Renewal Unit Report, a Summary of Improvement Plans for the Advice and Deficiency Accreditation Status, the Recommended Process for Renewal of Alternative Standard Requests, and Initial Alternative Standard Requests. Contacts are Board of Public Education Executive Secretary Steve Meloy, (406) 444-6576 or Deputy Superintendent Spencer Sartorius, (406) 444-4434.

### **MREA Survey of Challenges Facing Montana Schools Under NCLB**

The Montana Rural Education Association (MREA) has partnered with Dr. Bill McCaw and the Department of Educational Leadership at the University of Montana in the development of a survey to help document the problems our schools are facing in the implementation of the NCLB legislation. The survey is designed as a follow-up to one compiled two years ago. MREA encourages administrators and trustees to take a moment and respond to the survey. The results of this survey could play a critical role in help explain the problems Montana educators are encountering in addressing these requirements. To obtain a copy of the survey, contact Dave Puyear at [dpuyear@mrea-mt.org](mailto:dpuyear@mrea-mt.org), 443-2629, or P.O. Box 1612, Helena MT 59624

In cooperation with other rural states, MREA is assisting with the writing of a nation-wide "white paper" on the effects that NCLB will have on rural schools. For a copy of the draft document, e-mail your request to [dpuyear@mrea-mt.org](mailto:dpuyear@mrea-mt.org).

### **Gale Kramlick to represent OPI on the State's Enterprise Solutions Advisory Council**

The Department of Administration has announced the creation of a new advisory council - The Enterprise Solutions Advisory Council (ESC) - to replace the former SABHRS Advisory Council (SAC). State Superintendent Linda McCulloch has appointed Gale Kramlick to serve as OPI's representative on the ESC. Congratulations to Gale on her appointment, and many thanks to Julia Dilly who has represented OPI on the SAC for the past two years!

The ESC will provide a forum to bring the various state agencies together to discuss common business processes, to explore best practices, to recommend solutions to improve efficiency and effectiveness, and to assist in the marketing of implemented changes in businesses processes. Agencies will propose changes to existing business processes to the ESC and the ESC will decide whether to approve the proposal for further research by a working group of agency personnel. The working group's recommendations will be submitted back to the ESC for final approval in form of an implementation recommendation to the Department. Any common process used by a majority of state agencies will be "fair game" regardless of whether it is supported by the SABHRS applications.

The purpose of the Council is to:

- ☐ Review opportunities and provide direction on the reengineering of the state's common business processes to facilitate cost savings and increased statewide governmental efficiency.
- ☐ Work closely with stakeholders to develop and to research ideas for improvements through enterprise solutions and the implementation of best practices.
- ☐ Research and develop funding solutions to be considered by the state.
- ☐ Advise and make recommendations to stakeholders about specific solutions that should be implemented.
- ☐ Assist process owners in educating agency management and personnel regarding the value of enterprise solutions.
- ☐ Advise and make recommendations to the Director of the Department of Administration, including potential discussion with the Cabinet and Governor's Chief of Staff, about enterprise technology solutions that should be considered for statewide use.

OPI Contact: Gale Kramlick, [gkramlick@state.mt.us](mailto:gkramlick@state.mt.us), 444-4411.

### **State Action for Education Leadership Consortium Funds Policy Inventory**

The Montana Consortium of the State Action for Education Leadership Project (SAELP) has contracted with Claudette Morton, Executive Director of the Montana Small Schools Alliance, to complete a "policy inventory" to assess how well Montana education policies, administrative rules, statutes, and agency guidance and directives align with the provisions of the No Child Left Behind Act. The National Association of State Boards of Education has developed a Gap Analysis Matrix that will serve as a tool to conduct the policy inventory. The analysis is expected to be available for release in January. Contact: Joanne Erickson, Project Director, Montana State Action for Education Leadership Project, 406-994-2290, [jle@montana.edu](mailto:jle@montana.edu).

### **American Legion Offers Scholarship Programs and Classroom Presentations**

Superintendent McCulloch urges school leaders to invite veterans to participate in their school's Veterans Day programs. These programs can provide opportunities for youth to learn about the sacrifices that veterans have made and what it means to be a veteran, as well as teach about patriotism. The American Legion has developed youth scholarship programs and classroom presentations. These programs require little if any school or teacher participation, but are very rewarding students. The American Legion's school programs include an Oratory Contest and Government Survey tests. In the Oratory program students have an opportunity to compete for

national scholarships in the amounts of \$18,000, \$16,000, and \$14,000 with varying amounts for local and state competitions as well. The Montana winner receives \$1300 and is eligible for many fee waivers at state institutions of higher education as well. Contact: Gary White, Department Adjutant, American Legion, [amlegmt@in-tch.com](mailto:amlegmt@in-tch.com).

#### OPI Legal Unit

The **2003 Montana School Law book** may be purchased for \$10 by filling out the order form located at: <http://www.opi.state.mt.us/pdf/legaldivision/schoollaworderform.pdf>. Send the completed order form and payment (check, money order, or purchase order) to OPI at PO Box 202501, Helena, MT 59620-2501. OPI Contact: Beverly Marlow at 444-3172, [bemarlow@state.mt.us](mailto:bemarlow@state.mt.us).

#### Education Licensure: ONLINE License Renewal for Educators

Need to renew your educator license? Teachers, administrators, and specialists can now renew their educator license by visiting the OPI Web page at <http://www.opi.state.mt.us/cert/> or by going directly to the renewal application at <https://app.discoveringmontana.com/tcert/main.php>. There will be no more waiting for a new license to be issued. Electronic renewal allows credentials to be updated in the certification system immediately!

There are a few items to consider when renewing online:

- ☐ Educators may not renew until January 1<sup>st</sup> of the year their license expires.
- ☐ Educators shall include a complete listing of the activities completed for renewal.
- ☐ Educators are responsible for maintaining official documentation verifying completion of the renewal activities submitted.
- ☐ Any renewal application may be subject to audit.

Those persons selected for audit will be required to submit verification of meeting the renewal activities submitted. If an educator is unable to produce verification within 60 days from the date of the audit letter, the educator's license may be suspended or revoked by the Board of Public Education.

If an educator does not wish to use the online renewal process, the educator must download the **new**, updated renewal application from the OPI Web page. Online renewals are not possible under the following conditions and must be completed in hard copy.

- ☐ If you need to make a name change. (You should be able to return and renew online approximately one week after updating your name in writing).
- ☐ If you have received any disciplinary action in the past year that must be reported on your Character and Fitness Supplement.
- ☐ If you have not completed sufficient renewal units.

The on-line renewal website, announced in September, has had 158 visits in September and 372 visits in October. OPI Contact: Margaret Bowles, [mbowles@state.mt.us](mailto:mbowles@state.mt.us), 406-444-2580.

#### Assessment

The October edition of the electronic newsletter, **Join Us in Measuring Progress** (JUMP), is online at <http://www.opi.state.mt.us/pdf/assessment/newsletters/Oct2003AssessNews.pdf>. Also, check out the **Assessment calendar**, which includes current information on important testing dates, deadlines, and training. <http://www.opi.state.mt.us/PDF/Assessment/calendar.pdf>



On **November 21**, the Office of Public Instruction will present a statewide videoconference to assist schools in preparing for the test. The October **JUMP** has more information on the videoconference. OPI Contact: Judy Snow, State Assessment Director, 406-444-3656, or [jsnow@state.mt.us](mailto:jsnow@state.mt.us).

### **“Teacher as Assessor” and “Examining Student Work” Video Tapes**

In December, videotapes of workshops developed and presented by Measured Progress (“Teacher as Assessor,” spring 2003, and “Examining Student Work,” Oct. 2003) will be available for checkout through the Office of Public Instruction Resource Center. Please contact Raelen Williard at the Office of Public Instruction to make arrangements: [rwilliard@state.mt.us](mailto:rwilliard@state.mt.us) or 406-444-2082.

### **Assessment Workshop: Big Sky STARS - Student/Teacher Assessment Resources**

The Montana Council of Teachers of Mathematics is sponsoring a workshop that will use assessment materials that are aligned to the Montana Mathematics Standards, developed by Montana teachers and piloted with Montana students. Participants will become assessment literate and learn to incorporate performance-based assessment tasks in their classroom. Workshop limited to 30 participants.

- WHEN:** December 5<sup>th</sup>, Friday 8 a.m. to 7 p.m.  
December 6<sup>th</sup>, Saturday 8 a.m. to noon
- WHERE:** The Montana Learning Center (Montana Science Institute) at Canyon Ferry Lake, outside Helena
- COST:** \$30.00 registration fee will cover the following:
- ☐ 1\_ days of quality in-service on math assessment
  - ☐ A set of BIG SKY STARS materials
  - ☐ Meals and lodging on site. People who have to travel long distances may request lodging for Thursday night.
  - ☐ A swell t-shirt
  - ☐ Renewal Units through OPI

To register send your name, school address, and teaching assignment to Carol Bock, [msi@mt-science.org](mailto:msi@mt-science.org), Montana Science Institute, 7653 Canyon Ferry Road, Helena 59602. Deadline for applications is November 10 or until filled. Applicants will be notified by November 17th. A second workshop may be offered February 20-21, 2004.

### Educational Opportunity and Equity

#### **Forum on Indian Education and Legal Issues**

The Montana Indian Education Association and the Indian Section of the Montana Bar are sponsoring an Indian Education and Legal Issues Forum November 9-10, 2003, in Great Falls, at the Heritage Inn. The conference runs from 6 pm to 8:30 p.m. on Sunday, November 9 and from 8:30 am to 4 pm on Monday, November 10, 2003.

This Forum will explore the various legal issues impacting American Indian Education in Montana. Issues will include curriculum, student achievement, policies/laws, the relationships and responsibilities of Federal-State-Tribal Governments serving American Indian students and families. The agenda will include a number of excellent presenters on the legal issues and legal history surrounding American Indian Education, particularly Article X, 1 (2) of the Montana Constitution. Contact: Carol Juneau, Chairperson, Montana Indian Education Association, 406-338-5689, [csjuneau@3rivers.net](mailto:csjuneau@3rivers.net).

## Montana GEAR UP

**Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP)** is a 5-year federal grant awarded to the Office of the Commissioner of Higher Education (OCHE). The mission of GEAR UP is to explore and test research-based, education practices that will significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary programs. Twenty-three participating schools, their feeder high schools and the OPI have partnered with OCHE to implement the goals of the state grant. A list of the participating schools and the link for the October GEAR UP newsletter can be found at <http://www.opi.state.mt.us/GearUp/Index.html>. OPI Contacts: Everall Fox, GEAR UP Specialist, 406 444-7490, or Sharon Mikat, Administrative Assistant, 406 444-0906. OCHE Contact: Sandy Merdinger, Montana GEAR UP Director at [smerdinger@oche.montana.edu](mailto:smerdinger@oche.montana.edu) or (406) 444-0317.

## Indian Education for All Resources on OPI Webpage

The expanded [Essential Understandings about Montana Indians](#) with example lessons is posted on the Indian Education page of the Office of Public Instruction Web site at <http://www.opi.state.mt.us/IndianEd/Index.html>, under Curriculum Materials. Other valuable resources include [Indian Education Lesson Idea Book](#) and [Five Year Comprehensive Plan Guidelines for Implementation of Indian Education for All](#). OPI Contact: Lori Falcon, Indian Education Specialist, 444-3013, or [lfalcon@state.mt.us](mailto:lfalcon@state.mt.us).

## Applications Available for Advanced Placement Incentive Program Grants

The Office of Public Instruction has been awarded a 3-year, \$560,000 federal Advanced Placement Incentive Program (APIP) funding for the period October 10, 2003 through September 30, 2004. Your district may be eligible for a grant to pay the costs of online AP and pre-AP courses and services. In addition, grants may be used for supplemental AP texts and materials, and for the costs of in-service training in AP, pre-AP, and vertical teams.

The Office of Public Instruction will award grants to eligible schools as defined by the legislation governing the APIP that specifies an “absolute priority” to serve only low-income schools or individual low-income students. To determine if your district is eligible, please go to the AP Web page at the OPI Web Site <http://www.opi.state.mt.us/AdvPlacement/index.html>. When you click on the “AP Eligibility List” you will notice that this list is composed of high schools and middle schools with 40 percent or more students eligible for Free and Reduced Lunch. Please note that this list also includes high schools and middle schools which, while they themselves are not low-income eligible, are eligible by virtue of serving elementary schools that are at or above 40 percent or more low-income. Districts with no school on the eligibility list may still apply for a grant to cover the costs of on-line AP and pre-AP courses for **individual** low-income **students**.

To apply for a grant, please use the “2003-2004 Advanced Placement Grant Application” which is available at <http://www.opi.state.mt.us/AdvPlacement/index.html>. The application deadline is December 17, 2003, but amendments may be submitted at any time prior to September 1, 2004. You may apply for a grant even if you did not submit an “intent to participate” form this summer or fall. OPI Contact: Kathleen Mollohan, [kathym@state.mt.us](mailto:kathym@state.mt.us), 444-4317.

## Health Enhancement and Safety Division

### Procedural Guidance for Minimizing Immunization-related Enrollment Delays of Students

Federal and state laws contain specific provisions regarding the immunization of persons seeking to attend school as a pupil. Under federal law (the No Child Left Behind Act's Title X which is also known as the McKinney-Vento Act), all states are to have strategies to address attendance delays for homeless youth, including enrollment delays that are caused by

"immunization and medical records requirements." In state law, specific immunization requirements for pupils are found in MCA 20-5-402 through 409.

The OPI has been asked by the state health department to review these laws and to develop guidance on minimizing immunization-related enrollment delays. To this end, OPI has developed procedural guidelines for enrolling in school any child, including a homeless child, who does not have a record of required immunizations. These guidelines can be found on OPI's website at the following direct link: <http://www.opi.state.mt.us/pdf/health/lzDelays.pdf>

For more information, you can contact: Rick Chiotti, Administrator, Health Enhancement and Safety Division (444-1963 or [rchiotti@state.mt.us](mailto:rchiotti@state.mt.us)) or Cathy Warhank, Chief Legal Counsel, Office of Public Instruction (444-4402 or [cwarhank@state.mt.us](mailto:cwarhank@state.mt.us))

### **Montana KIDS COUNT**

Montana KIDS COUNT looks to provide a one-stop data shop compiling an annual data book with key data about children to help guide decision-makers at the state and county level to improve or stabilize the well being of kids. This statewide effort to identify the status of Montanan children includes data on socioeconomic rankings, demographics, health, vital statistics and education and is based on the most current and reliable information. The Montana KIDS COUNT Data Book represents the cooperation and generous assistance of Montana state agencies and non-profit organizations throughout the state with the Office of Public Instruction being a consistent and valued partner in the effort. The book is designed to provide the most current and accurate data and indicators to policy makers, legislators, educators, parents, and communities throughout the state and has become a valuable tool for decision makers, grant writers and advocates in Montana. The 2003 Data Book can be accessed at <http://www.bber.umt.edu/KidsCountMT/> or for more information call 406-243-5614 in the Bureau of Business and Economic Research at the University of Montana – Missoula.

### **Mind & Body Books**

Mind and Body, a book of physical activities for the elementary classroom has been extremely well received. If you are an elementary principal and would like more copies of Mind & Body for the teachers in your school, please contact Susan Court at 444-3178 or [scourt@state.mt.us](mailto:scourt@state.mt.us)  
Mind & Body is a FREE resource!

### **Asbestos Hazard Emergency Response Act (AHERA)/New Asbestos in Schools Web Site**

EPA has launched its new Asbestos in Schools website [http://www.epa.gov/asbestos/asbestos in schools.html](http://www.epa.gov/asbestos/asbestos_in_schools.html). The site includes basic information about asbestos and its health effects, an explanation of asbestos legislation and regulations, and a special section for parents, teachers, and other school employees.

In 1986, the Asbestos Hazard Emergency Response Act (commonly referred to as AHERA) was signed into law. AHERA requires public and private non-profit primary and secondary schools to inspect their buildings for asbestos-containing building materials. The Environmental Protection Agency (EPA) has published regulations that require schools subject to AHERA to:

- ☐ Perform an original inspection and periodic re-inspections every 3 years for asbestos containing material
- ☐ Develop, maintain, and update an asbestos management plan and keep a copy at the school
- ☐ Provide yearly notification to parent, teacher, and employee organizations regarding the availability of the school's asbestos management plan and any asbestos abatement actions taken or planned in the school



- ☐ Designate a contact person to ensure the responsibilities of the local education agency are properly implemented
- ☐ Perform periodic surveillance of known or suspected asbestos containing building material
- ☐ Provide custodial staff with asbestos awareness training

It is EPA's goal to provide schools with the technical assistance they need to meet the requirements set forth by Congress. Schools that fail to meet the AHERA requirements are subject to civil enforcement action by the EPA or designated state environmental agency. OPI contact for additional referral: Rick Chiotti (444-1963 or [rchiott@state.mt.us](mailto:rchiott@state.mt.us))

### School Nutrition Program

#### **October Report**

The October Report to provide "official" numbers of eligible free and reduced-price students for the 2004 school year is due to School Nutrition Programs by November 14, 2003. Look for the one page report in the mail around November 3, 2003. For more information, contact School Nutrition Programs, (406) 444-2501.

#### **Healthy Schools, Healthy Kids**

Superintendent Linda McCulloch notified schools about Senate Joint Resolution Number 2, a resolution in support of healthful nutrition and physical activity environments in schools. For more information on training and outreach efforts underway to support this Resolution, contact School Nutrition Programs, (406) 444-2501.

#### **Montana Advisory Council on Food and Nutrition Award Winners**

The annual Montana Advisory Board on Food and Nutrition Award Ceremony took place in the Capitol Rotunda on October 8. Governor Martz presented the awards to the following honorees: Kim Anderson from Whitefish Central School, Lynne Keenan from Browning Public Schools, Jenny Rygg from East Middle School in Great Falls and Senator Don Ryan, who sponsored Senate Joint Resolution Number 2 (SJR 2). SJR 2 is a resolution in support of healthful nutrition and physical activity environments in schools. For more information, contact School Nutrition Programs, (406) 444-2501.

#### **Got Test Scores? Enhancing Student Academic Achievement through Nutrition**

Montana Team Nutrition Program will sponsor a statewide (free) workshop in coordination with Western Dairy Council on November 13, 2003 from 1:30-5:00 pm. Twelve video site locations are available throughout the state. This is an interactive videoconference where participants will learn successful strategies to helping students achieve academic success through nutrition. Best practices to improving the learning environment and the promotion of healthy eating habits will also be shared. For more information and site locations, contact Debi Miller, Team Nutrition Program, Montana State University, (406) 994-5641, [demiller@state.mt.us](mailto:demiller@state.mt.us)

#### **Recess Before Lunch Guide to Success**

The Montana Team Nutrition Program has developed a comprehensive guide for schools on the Recess Before Lunch policy. Copies will be available on the School Nutrition Programs website in mid-November, or in hard copy form by contacting the Team Nutrition Program. For more information, contact Molly Stenberg, Team Nutrition Program, Montana State University, (406) 994-5641, [www.opi.state.mt.us/schoolfood/index.html](http://www.opi.state.mt.us/schoolfood/index.html)

## School Finance and Pupil Transportation

### **Budget Amendments for Unusual Enrollment Increases**

If the October 6, 2003 enrollment count exceeds the enrollment for last year, trustees might want to consider processing a budget amendment. Additional state funding is generally available for an enrollment increase that exceeds 6% of the last year's average enrollment. OPI offers a budget amendment packet to help you with the process:

<http://www.opi.state.mt.us/pdf/schoolfinance/forms/2002bapacket.pdf>. OPI Contact: Mike Waterman, (406) 444-4524, or [mwaterman@state.mt.us](mailto:mwaterman@state.mt.us).

### **Central Grant Files Required**

OPI policy requires that each district must maintain a central grant file in the business office for audit purposes. For each grant project, the file must contain the grant application; grant award document; approved grant budget; cash request form(s); record of cash receipts; record of matching expenditures, if required; budget modification forms, if any are filed; any significant correspondence; final reporting and closeout documents. The grant's authorized representative, who is normally the district superintendent, should file copies of all grant documents with the clerk of the district to ensure compliance.

OPI has a standard form called the "Federal/State Grant Control Record" that can be used as a cover page for each grant file. For a copy, see the OPI State and Federal Grants Handbook, Appendix B-1, number 5. The page is available under "Grant Control Record" on the School Finance Webpage: [http://www.opi.state.mt.us/pdf/schoolfinance/forms/gcrecord6\\_02.pdf](http://www.opi.state.mt.us/pdf/schoolfinance/forms/gcrecord6_02.pdf). OPI Contact: Joan Anderson, (406) 444-1960 or [janderson@state.mt.us](mailto:janderson@state.mt.us).

### **November 10th Deadline for Closing Grants**

Districts must submit Fiscal Close-Out Reports and Final Program Reports for grants that ended September 30, 2003 to OPI by 5 p.m. November 10, 2003. OPI's grant policies prohibit OPI from paying grant cash if the district does not request it on or before the November 10 deadline. Reimbursements requested on late fiscal close-out reports will not be paid. Please submit grant close-out reports on time to avoid loss of eligibility for funding.

For a list of grants that closed September 30, see Section 100-5 of the *OPI State and Federal Grants Handbook*. For a copy of the standard fiscal close-out form for OPI grants, see <http://www.opi.state.mt.us/pdf/FEDPrgrms/FsclClosout.pdf>.

OPI Contact: Joan Anderson, (406) 444-1960 or [janderson@state.mt.us](mailto:janderson@state.mt.us).

### **2004 School Elections Calendar**

The 2004 School Elections Calendar is posted on the OPI website at <http://www.opi.state.mt.us/PDF/SchoolFinance/forms/2004ElectionCal.pdf>. OPI Contact: Mike Waterman, 406-444-4524, [mwaterman@state.mt.us](mailto:mwaterman@state.mt.us).

### **New Clerk Training Scheduled for November**

The Montana Association of School Business Officials (MASBO) will hold a training session for new district clerks on November 13 and 14, 2003, in Helena. Any interested clerks, superintendents, or county superintendents are encouraged to attend. There is a charge for the workshop. Contact: Lynda Brannon, Executive Director of MASBO, (406) 442-5599 or [masbo@in-tch.com](mailto:masbo@in-tch.com).

### **School Block Grant to be Distributed In November**

On November 25, 2003, OPI will distribute seventy percent (70%) of the State School Block Grant under HB124 (Revenue code 3444) and the Combined School Block Grant under HB 424

(Revenue Code 3445) to districts. Payments amounts will match the anticipated revenues in each fund on the FY 2003-04 district budget forms. The remaining 30% will be paid in May 2004. Coops do not receive School Block Grants or Combined Block Grants. Contact Bonnie Maze, (406) 444-3249 or [bmaze@state.mt.us](mailto:bmaze@state.mt.us).

### **County Transportation Block Grants to be Distributed In November**

Counties will receive 50% of the County Transportation Block Grants in November and 50% in May 2004. County Transportation Block Grants are listed on the website:

<http://www.opi.state.mt.us/PDF/SchoolFinance/forms/COTranRpt.PDF>. HB 424 repealed the County Retirement Block Grant. Contact Bonnie Maze, (406) 444-3249 or [bmaze@state.mt.us](mailto:bmaze@state.mt.us).

### **Approved Bus Routes**

Please remind bus drivers that buses must be driven on routes as approved by the county transportation committee. Routes must not be altered without the county transportation committee's approval. Running alternative routes without approval may result in state and county overpayments that are subject to refund. Altering routes might also expose the district to unnecessary liability risks. OPI contact: Maxine Mougeot, (406) 444-3096 or [mmougeot@state.mt.us](mailto:mmougeot@state.mt.us).

### **Bus Driver Training**

At bus driver training is scheduled for Saturday, November 15, 2003 at the Townsend Public Schools lunchroom from 8:00 am – 5:00 p.m. Topics will include: Operation Lifesaver, legislative updates, winter driving and snow plow safety by the Department of Transportation, sensitivity and awareness by Special Education and more. For registration information contact Buffy Woodring at (406) 266-3561.

### **November High School Bus Rider Count REPEALED**

SB 424 repealed the transportation laws requiring a count of high school bus riders in November. Consequently, there will be no ridership count this year. The TR-1 bus route forms still request a count of eligible and ineligible riders, which is used for OPI's Federal reporting purposes. However, eligibility for high school riders is no longer based on a count taken during November. Contact: Maxine Mougeot, (406) 444-3096 or [mmougeot@state.mt.us](mailto:mmougeot@state.mt.us).

### Special Education Division

#### ***IDEA Compliance Insider***

Tim Harris, specialist for OPI's Early Assistance Program, is on the Board of Advisors for the *IDEA Compliance Insider*, a monthly newsletter published by Brownstone Publishers, Inc., in New York City. To access the publication, go to Brownstone's website at <http://www.brownstone.com/newsletters/e-index.cfm>. OPI Contact: Tim Harris, 444-5664, or [tharris@state.mt.us](mailto:tharris@state.mt.us).

### **Montana's IDEA General Supervision Enhancement Grant Activities**

Beginning November 3, 2003, the Office of Public Instruction (OPI) will be participating in a General Supervision Enhancement Grant, awarded by the U.S. Department of Education, geared toward meeting the need for a comprehensive and integrated data management system. To assist in meeting the goals outlined in the General Supervision Enhancement Grant, OPI has contracted with Intelligence Consulting, Inc., from Salem, Oregon. Throughout this next year, Intelligence Consulting will begin work on several projects including a review of existing information systems within OPI to identify necessary changes or enhancements, survey local school districts to obtain information about the status of their student information systems,

provide customized support and guidance to a pilot group of local school districts in the development of their information systems, as well as a feasibility study to provide realistic options for an integrated state and school district information system.

If you would like further information about these activities or would like to have your school participate as a “pilot school,” please contact: Floy Scott, Project Coordinator, (406) 243-2892, or [fscott@state.mt.us](mailto:fscott@state.mt.us).

### **Montana Receives IDEA funding for Deaf-Blindness Project**

The Office of Public Instruction received a federal grant to provide technical assistance to families, teachers, and service providers to ensure that special education and related services reflect current educational trends and are taught in ways that are conducive to this population’s achievement of their full potential. The project will provide technical assistance to families of infants, toddlers, children, and youth with deaf-blindness. The project’s ongoing support of families will enable them to be active, informed, and knowledgeable participants in the education of their children. Teachers and service providers who provide direct services will benefit from technical assistance that will enable them to acquire the necessary knowledge and skills needed to understand and teach their students with deaf-blindness. The following Project goals will be implemented: Goal 1 - Public Awareness; Goal 2 - Identification of Children; Goal 3 - Family Services; Goal 4 - Technical Assistance to Education and Service Provider Personnel; Goal 5 – Community Coordination and Collaboration; and Goal 6 - Project Evaluation and Management. OPI Contact: Francisco Roman, [froman@state.mt.us](mailto:froman@state.mt.us) or 444-4426.

### High School Hydrogen Contest

The University of Montana – Missoula College of Technology (UM-MCOT) is initiating a project to move Montana into a hydrogen-based economy. The first objective of the Hydrogen Futures Plan is to provide educational opportunities for Montanans to learn about hydrogen and alternative energy systems.

The UM-Missoula College of Technology UM-MCOT is announcing a special statewide “contest” that will award solar-to-hydrogen electrolysis fuel cell demonstration units to five (5) schools submitting the best “community energy resource inventory.” The goal of the contest is to help students become aware of their surroundings, help communities understand the resources they have, and encourage a broader understanding of a hydrogen economy. The contest requirements can be found at <http://www.opi.state.mt.us/pdf/superintendent/HydroContest.pdf>. The contest entry deadline is December 15, 2003. The contest winner will be announced on January 5, 2004. For more information, contact Karla Tecca, [TeccaKJ@mso.umt.edu](mailto:TeccaKJ@mso.umt.edu), 406-243-7811.